

STATEMENT OF PURPOSE, ACCOMPLISHMENTS AND PROGRAM OUTLOOK

Interim Assignment Branch

1. STATEMENT OF PURPOSE

The Interim Assignment Branch operates a program for holding clerical-type personnel pending the final clearance for Agency employment and demonstration of proficiency for permanent assignment.

2. STATEMENT OF ACCOMPLISHMENTS

The Interim Assignment Branch was established late in 1947 when it became apparent that the lengthy processing period for Agency employment was a serious barrier to obtaining adequate numbers of qualified clerical personnel to meet minimum requirements. As had been noted in the description of the personnel procurement activity, this factor continues to discourage otherwise interested and qualified applicants who have no difficulty in obtaining immediate employment elsewhere. The Interim Assignment Branch therefore serves as a holding operation for clerical personnel during the processing period and also provides an available work source for the accomplishment of unclassified projects for all components of the Agency. During the past Fiscal Year, average employment in the Interim Assignment Branch was 136. During this period [redacted] man-hours, representing a dollar value of [redacted], were devoted to completion of unclassified work projects.

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The Interim Assignment Branch also provides refresher training for otherwise qualified individuals whose typing and stenographic skills have fallen below Agency standards. Personnel in this category who are recruited in the field and selected on the basis of school records, or in the case of those who have not completed their schooling, on the basis of current course goals, are tested upon entrance on duty against established Agency standards. Those who are unable to meet these standards are offered a brief period of refresher training to assist them in meeting the standards. Those who fail to qualify after this training are re-assigned to general clerical positions and placed at appropriate grade levels.

The Interim Assignment Branch is also used to maintain a reservoir of fully-qualified and fully-cleared stenographic personnel to meet emergency requirements occurring either on a temporary basis or through the unexpected resignation of a regular employee. The lengthy processing period required for Agency employment makes it necessary to have a small number of such individuals available to meet such special requirements on a 24-hour basis.

All clerical personnel entering on duty are processed through the Interim Assignment Branch for brief orientation and indoctrination in Agency procedures with respect to office methods (filing, telephone calls, etc.) and the preparation of correspondence and standard reports.

3. PROGRAM OUTLOOK

Although the activities of the Branch are not susceptible to the establishment of program objectives in a general sense, it is anticipated that the number of personnel assigned there will reach a fairly high level during the next few months and level off as the effects of the end-of-school recruitment activity have decreased. (The summer season is traditionally an unproductive one in the recruitment of clerical personnel.) The Branch will continue to make every effort to obtain maximum utilization of personnel assigned to the Branch through arranging for a realistic volume of unclassified work assignments.